

## Bureau of Resource Management and Laboratory Construction & Leasing

### Program Operating Plan

<b>Program or Division Name</b>	N/A
<b>Bureau</b>	Bureau of Resource Management and Laboratory Construction & Leasing
<b>Associateship</b>	Operational Support
<b>Program Purpose</b>	The Bureau of Resource Management (BRM) provides essential <b>support services</b> to the employees and customers of TDH.
<b>Major Responsibilities</b>	<ul style="list-style-type: none"><li>• Safeguard and optimize <b>physical assets and material resources</b> of TDH.</li><li>• <b>Develop, produce, store and disseminate</b> educational and informational materials dealing with public health.</li><li>• Maintain <b>infrastructure</b> (facilities, voice communications, distance learning) essential to the operation of public health programs.</li><li>• Assist TDH health programs with vital <b>administrative, technical and support</b> functions.</li><li>• Oversee construction of <b>new Laboratory</b> building and manage agency <b>leases</b>.</li></ul>
<b>Population Served</b>	TDH and TDH customers who utilize our facilities
<b>Contact Information</b>	John Burlinson Bureau Chief Phone: 512.458.7111 ext. 2762 Fax: 512.458.7380 <a href="mailto:John.Burlinson@tdh.state.tx.us">John.Burlinson@tdh.state.tx.us</a> Location: Service Building, Ste. 207 Mailing address: 1100 W. 49 <sup>th</sup> St., Austin, TX 78756

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Program Objectives	
<b>Fiscal Year 2003 Objectives</b>	<ul style="list-style-type: none"><li>• Comprehensive Business Continuity Plan for the agency.</li><li>• Indoor air quality policy for all TDH facilities, whether state-owned or leased, statewide.</li><li>• Achieving requirements of the Health Insurance Portability &amp; Accountability Act (HIPAA) relating to safeguarding the physical environment.</li><li>• Completion and occupation of the new Laboratory. Optimal utilization of space in the “old” Laboratory.</li><li>• Achieving a cost reduction of 10% of total budget while still providing high-quality essential support services to the agency.</li></ul>
<b>Services Provided/Activities</b>	<div>Health Care Safety Net Services</div> <div>N/A</div> <div>Essential Public Health Services (EPHS)</div> <div>N/A</div> <div>Administrative Activities</div> <ul style="list-style-type: none"><li>• Asset Management: inventory, surplus property management.</li><li>• Audiovisual Library: distribution of public health videotapes &amp; other media to general public for</li><li>• Campus Maintenance: housekeeping, grounds maintenance and security for Central Campus, vehicle fleet management.</li><li>• Engineering Services: central plan, HVAC, chiller &amp; boiler operations, facility management for new Lab Building, indoor air quality in TDH facilities.</li><li>• Graphics: illustration, publication design &amp; layout, photography, exhibit preparation.</li><li>• Information &amp; referral: TDH main switchboard.</li><li>• Laboratory construction: agency oversight of multi-million dollar construction project.</li><li>• Leasing: contract &amp; financial management of agency leases.</li><li>• Mail Services: incoming &amp; outgoing mail processing, remittance processing, Volunteer Mailroom.</li><li>• Medical &amp; Research Library: research support, reference assistance, collection management, subscription services, current awareness services, central Information Desk.</li></ul>

## Bureau of Resource Management and Laboratory Construction & Leasing

- Printing & Quick Copy: Services provided to all HHS agencies on a cost recovery basis.
- Project Management: Electrical service, construction & maintenance, renovations & remodeling, computer assisted design.
- Publications Management: central clearinghouse for all agency publications, hardcopy & electronic.
- Records Management: retention scheduling, records storage & destruction.
- Risk Management & Safety.
- State Employee Incentive Program management.
- Space Management.
- Audiovisual/media support to TDH staff.
- Management of videoconferencing & distance learning services.
- Building Services: furniture moving, recycling, vehicle maintenance.
- Telecommunications: telephone support, telephone & long distance billing management.
- Travel Office: airline ticketing, rental cars & hotel assistance.
- Warehouse Services: literature & forms distribution, storage of materials, delivery services.

### Program Evaluation

#### Performance Measures

Performance  
Measures:  
State

N/A

Performance  
Measures:  
Federal

N/A

## **Bureau of Resource Management and Laboratory Construction & Leasing**

<b>Mandate/authority</b>	<ul style="list-style-type: none"><li>• Texas Government Code Title 4. Chapter 403, Property manager; property inventory.</li><li>• Texas Government Code, Section 12.053, Inventory requirements.</li><li>• Health &amp; Safety Code, Sections 31.003, 32.041, 85.004, 42.015, 43.004, 81.022, 90.002, 91.002, 93.051, 94.002, 193.017, 163.001, Health education (Medical Library &amp; Audiovisual Library)</li><li>• Government Code, Sections 441.183, 184 &amp; 185, Records management programs.</li><li>• Health &amp; Safety Code, Section 85.013, Funding Information Center.</li><li>• Government Code, Section 2108.028, State Employee Incentive Program.</li><li>• Labor Code, 412.051, Risk management.</li><li>• Texas Administrative Code, Title 28, Part 4, Rule 252.101, Risk Management.</li><li>• Executive Order GWB 95, Risk Management &amp; Safety.</li></ul>
<b>Origins of program (if no mandate)</b>	N/A
<b>Program Rules</b>	N/A
<b>Advisory Committee or Regulatory Board</b>	N/A